


DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON 25, D. C.

26 June 1962

MEMORANDUM TO ALL MEMBERS AND CONSULTANTS OF THE SCIENTIFIC  
ADVISORY BOARD

SUBJECT: Airline Travel

1. A "No Show Compensation Plan" has been put into effect as of 1 May 1962 by the eleven major airlines. It involves penalty charges of from \$5.00 to \$40.00 for unused space which is not cancelled prior to scheduled departure time. The penalty is assessed at the rate of 50% of the value of the first remaining segment of travel, with a minimum of \$5.00 and a maximum of \$40.00.
2. To avoid assessment of the "No Show" charge, the traveller must cancel the reservation he does not plan to use. If cancelled by phone, he should mark his ticket with the date, time, and the name or initial of the person recording the cancellation for the carrier. The carrier's representative will ask for the name and mailing address of the passenger for the purpose of mailing written evidence of cancellation.
3. If you are using a government transportation request, please have acknowledgement of cancellation mailed directly to Hq USAF, ATTN: AFCSA Washington 25, D. C. The Air Force cannot be held liable for payment of assessments resulting from the traveler's failure to cancel his reservation.

  
CLYDE D. GASSER  
Colonel, USAF  
Secretary  
Scientific Advisory Board  
Office of the Chief of Staff